



West Linn-Wilsonville School District
Department of Human Resources

Guidelines for Fingerprinting and Background Checks

Assignment	Fingerprints	Background check
Coaches (paid and volunteer coaches)	YES	YES
Persons working alone with student(s)	YES	YES
Non-coach volunteers not working alone with students	NO	YES
HS/College Students working during the summer (CREST, DOC) 18 yrs old and above	YES	YES
HS/College Students working during the summer (CREST, DOC) under 18 yrs. Of Age	NO	NO
Overnight Field Trip Volunteers	NO	YES
Bus Chaperones	NO	YES
Enrichment Class Instructors	YES	YES
Parent Volunteers Working in the Classroom and Daytime Field Trip With Teacher Present	NO	Background – checked through HelpCounter

Fingerprints are valid for 5 years, Background checks are valid for 3 years

Questions? Please contact Casey Fenner in Human Resources 673-7027.